

State of Connecticut
JOB POSTING

MIDDLESEX COMMUNITY COLLEGE
Coordinator, Reading
CCP 18, Tenure track, 10 month

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Middlesex Community College, 100 Training Hill Road, Middletown, CT 06457
Hours: 8:30 am to 5:00 p.m., 35 hours a week, 10 month position
Salary: \$48,116.00 approximate annual salary and full benefits package.
Closing Date: Letter of application must be postmarked no later than February 15, 2011

General Education and Experience:

A Master's degree in a field closely related to the position's specialty or a 6th year certificate in reading together with one year of related experience and one year of experience in the supervision of the work of others; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties. Demonstrated advanced knowledge and abilities in the following areas:

- One year experience in community college or other adult reading environment;
- Knowledge of current reading theory and practice for adult learners;
- Technical knowledge of current reading software and computer lab environment;
- Knowledge of community college mission, philosophy, and student population.

Special Knowledge and Experience

The incumbent will be responsible for the development and operation of the reading laboratory which will serve developmental reading students. The incumbent will be responsible for (1) developing a "reading across the curriculum" program and working with faculty across the college, both in and out of the classroom; (2) implementing, preparing and presenting mini workshops on reading study tips and strategies for learning; (3) providing supplemental support in reading classes; (4) supervising reading lab; (4) providing reading support directly to students in reading lab; (5) engaging in one-on-one and well as small group tutoring; (6) supervising tutors and educational assistants; (7) working with English Department faculty; (8) attending meetings and workshops pertaining to reading.

Substitution Allowed:

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of this position and to provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Application Instructions:

Interested and qualified candidates who meet the above requirements should send letter of intent, resume, Board of Trustees Application, transcripts, and the names of three references to:

Jennifer Hobby
Human Resources Assistant
Middlesex Community College
100 Training Hill Road
Middletown, CT 06457

Or e-mail jhobby@mxcc.commnet.edu or fax 860.343.5870

For more information about Middlesex Community-Technical College, see our website at: <http://www.mxcc.commnet.edu>

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities